| LOCATION | WRITTEN BY: | APPROVED BY: | DATE CREATED | LAST REVISION |
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| Schools in PTSD | Lorie Carriere | Physical Therapists at PTSD | November 21, 2012 | New |

| PERSONAL PROTECTION EQUIPMENT (PPE) OR DEVICES | ADDITIONAL REQUIREMENTS |
|---|---|
| ✓ Appropriate footwear must be worn. Shoe must be fully enclosed. No open toed shoes or sandals.<br>✓ Long and loose hair should be tied back to prevent it from being grabbed or coming into contact with the students face.<br>✓ Ceiling Lift & sling | ✓ Safe Lifting<br>✓ Operation of the Voyager Portable Ceiling Lift<br>✓ NVCI – managing reactive / defensive behaviors |

| HAZARDS PRESENT | |
|---|---|
| ✓ If the procedure is not followed, the task has the potential for awkward postures and overexertion which can increase the risk of back or upper limb **musculoskeletal injuries.<br>✓ Grabs / strikes from reactive or defensive behavior<br>✓ Pinch points for fingers | **Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, color changes, numbness/tingling, and loss of movement or strength in a body part. Workers must inform their supervisor if they experience these or other signs and symptoms so the work tasks can be re-assessed by the supervisor or physical therapist. |

## SUPPORTIVE INFORMATION

- Purpose:
  - To ensure safety of students/staff during transfers with the lift to and from a variety of surfaces including change table, wheelchair, toilet, commode, tub chair, etc.
  - To reduce the potential for injuries to both students and staff.

- Application:
  - Student may be unable to weight bear or risk factors are present which threaten the safety of a manual transfer or use of a sit-stand lift.
  - A **minimum two person team** is required for any transfers with a ceiling lift.
  - If lift is portable, ensure it is stored & moved using a cart. Ensure it is applied to the ceiling track using manufacturer supplied wand.

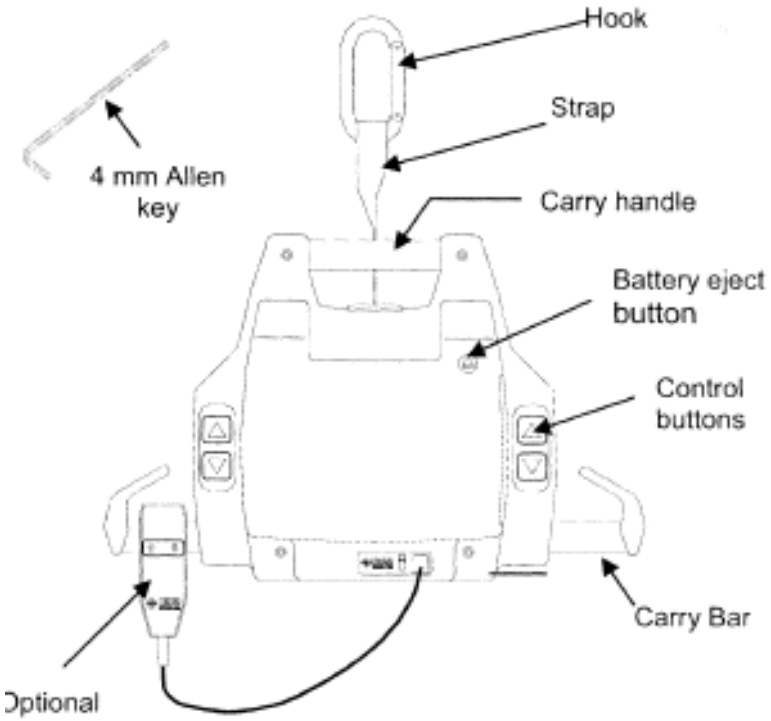
## SAFE WORK PROCEDURE

### SAFETY PRECAUTIONS:

- Never exceed the maximum lifting capacity of the sling.
- Always plan the lift before starting.
- Always carry out the daily safety checks before using the lift.
- Do not use a sling unless it is recommended for use with the lift.
- Do not use any damaged, tor or frayed slings.
- Do not allow a student to use this lift on their own.
- Do not use the lift if you have not been properly trained on its use.
- Do not disconnect or bypass a control or safety feature.
- Do not lift students unless you are trained and competent to do so.
- Never run the batteries completely flat.
- Always place the lift on the charger whenever it is not in use.

### PRE-USE DAILY INSPECTION:

- ✓ Ensure the batteries have been charged. Inspect the battery prior to using it. If damaged do not use.
- ✓ Inspect the lift for any damage – if the lift casing does not look properly aligned, or there are any cracks or other damage on the lift or any parts are missing – DO NOT USE.
- ✓ Attach the lift to the trolley in the rail. Inspect the visible strap for any signs of wear, frays, loose threads or other damage. If damaged – DO NOT USE.
- ✓ Inspect the sling for tears, frayed straps or loose stitches. If the sling is damaged – DO NOT USE.
- ✓ Inspect the reacher and adjustable extension strap for wear (if you have these options). Do not use if damaged. Unwind the strap and look for signs of wear – loose threads in stitched area, noticeable discoloration, side wear, middle wear, etc. If there is any sign of damage or wear the strap should be changed immediately.
- ✓ Inspect the hook at the top of the strap to ensure it is properly attached and there is no damage to the hook.
- ✓ Verify the emergency manual lowering device is operational – pull out the rubber stopper and use the Allen key to lower the student by turning the key clockwise.




## PROCEDURE:

1. Ensure the lift is in proper working order, the battery is sufficiently charged and all attachments are available. Take the battery out of the charger and insert it into the lift. Ensure the silver contact points to go inside the lift.

2. Ensure that there is adequate space to maneuver the lift in the area, i.e. check for cords on floor, move chairs/change tables, etc.

3. Unwind the strap connected to the lift by pressing the quick release button and pull the strap out of the lift. Attach the round hook at the end of the strap to the trolley in the track.

4. Communicate to the student and other staff the planned movements in a clear, non-rushed, respectful manner.

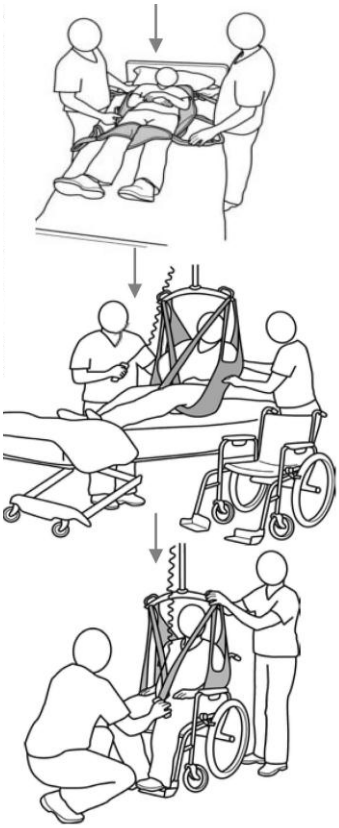
5. Choose the appropriate sling according to the logo. Inspect the sling for signs of wear and tear prior to use.

6. **Apply the Sling:** **(See Sling Application instructions for specific set up & attachment)**

7. **Position Lift & Attach Sling:**
   a. One staff member assumes responsibility for operating lift – while the other staff member assumes responsibility for supervising the student.

   b. Move the lift along the trolley directly over the patient. Use the down button on the hand control to lower the lift under the patient's chin (to avoid the risk of facial contact caused by a sudden movement of the bar) before beginning to attach the sling straps.

   c. Hold the lift with one hand at all times when near a student.
   If the student is in a laying down position, lower the lift near the student's thorax, then install the straps.
      - Sling is attached to lift per manufacturer's instructions. Place the loops of the sling to the hooks on either side of the lift. Make sure the straps are not wrinkled. Use shortest strap hook at shoulders and longest strap hook at legs. (Refer to care plan if special needs dictate a different sling hook up).
      - Ensure the student's elbows are inside sling by asking them to cross their arms.
      - Ensure the sling is not caught on any obstruction (wheelchair brake or arm of chair, etc.).



8. **Lifting, Moving & Lowering the Lift:**
   a. Stand beside the student and use the remote control (pressing the up button) to raise the student in the sling just above the transfer surface. The other staff member assists by managing the student's legs such that straps are free of wrinkles & guides them into position before moving the lift.

   b. Move lift away from change table and guide the lift from point A to B. One staff member operates the lift while the other guides student's legs off change table / chair.

   c. When the student is located above the desired point of transfer, press on the down button.

   d. Use the handles on the back of the sling to position the student when transferring into a chair. Hold the hand control firmly as the sling lowers and the sling will tilt back to position the patient. Lower the student until there is enough slack in the straps to remove them without difficulty.

   e. If lowering into a wheelchair, ensure the chair brakes are on and the foot rests have been moved out of the way. The chair may tilt slightly backwards on its own as the student's hips slide down the back of the chair to position patient at the back of the chair.

   f. To place the student in the best seated position, one staff may push on the knees from the front and the second staff may grasp the sling from behind or from the side to ensure the student is seated as far back as possible to achieve a correct position.

- During lowering ensure that the student is not crushed by the hanger bar.
- When lowering into a chair it may tip slightly back-however this corrects when the student comes close to seat. Ensure the boom moves slowly back once the student's pelvis is in seat. If the staff member pulls the lift back too early the student will be slumped & not positioned to back of chair.

9. **Disengage the Student from Lift:**
   a. Once the student is properly seated and the straps are loose, unhook the sling from the lift. Hold the lift one hand at all times when near the student.
   b. Slide the lift away from the student.
   c. When the lift is no longer required, unhook the lift from the trolley in the rail and use the Quick Release to shorten the strap.
   d. Ensure that the student is safe, comfortable & positioned properly. Thank the student for their efforts.
   e. Remove the sling the opposite way as indicated in the "apply the sling" section. Ensure the pelvis is positioned to the back of the wheelchair when finished.

9. **Recharging Station:**
   a. Eject the battery from the lift unit by using the Battery Eject Button. Keep your hand near the opening to catch the battery.
   b. Insert the battery into the charger with the silver contact point of the battery going into the charger.
   c. The charging indicator light will illuminate red to white to green depending on the battery drain. If the light does not go on check the instruction manual.
   d. If the battery is low, the light will show red or orange when you place the battery in the charger. The light will gradually turn to a white or yellow color, then to green when fully charged.
   e. Whenever possible leave the battery on the charger when the lift is not in use. At a minimum, charge the battery until the light is green before using again. This will extend the life of the battery.

## PREVENTATIVE MAINTENANCE:

1. Washing instructions for slings:
   - Machine wash in warm or cold water. Do not use bleach. Do not wash with other colors.
   - Air dry or very low dryer heat.
2. Contact the local dealer / service rep. in order to perform the necessary maintenance inspection requirements:
   - Yearly – inspect the welding aspect on the frame to detect cracks, inspect connecting joints for proper attachment; verify that the emergency brake on the drum is turning freely; verify the emergency device is functioning properly.
   - Every 2 years – Every **two years the strap must be changed out.** Cut the old strap in half to prevent continued usage.

## REGULATORY REQUIREMENTS

- WS&H Act W210,
- Mb. **Workplace Safety & Health** Regulations 217/2010,
  - ✓ Part 2, General Duties
  - ✓ Part 8, Musculoskeletal Injuries
  - ✓ Part 10, Harassment
  - ✓ Part 11, Violence in the workplace
- Safe Work Bulletin #246 Safe Lifting
- Safe Patient Handling and Movement; The Illustrated Guide, Springer Publishing Co; 2009
- Winnipeg Regional Health Authority. Safe Patient Handling and Movement Program. Winnipeg: Winnipeg Regional Health Authority, May, 2008.
- Voyager User Manual, BMH Medical Inc., March. 2004.